



COMPUTER ACCESS POLICY

SCOPE:

This policy describes Booth UC Computer Access Policy.

POLICY:

1. Booth UC requires all employees to complete a Computer Access Policy form before being permitted access to the Booth UC network.

PROCEDURE:

1. The HR Department at Booth UC must ensure all new employees receive a copy of the Computer Access Policy document. For employees not on the LAN (i.e. sessional instructors), a copy of the signed form should be placed in the employee's personnel file.
2. The IT Department will add an item to the Request for Access form for LAN users to ensure the employee has read and understood the Policy.
3. The following wording will be added to the computer logon for all staff on the Booth UC LAN. This will entail an extra screen appearing that indicates the following:

Booth University College has a Computer Access Policy that includes reserving the right to access, intercept, and monitor data or messages on its computer facilities. Continuing past this point indicates you have read and understood the terms of the Policy.

This screen can be passed by pressing any key, including the escape key. Note that the wording of the message is "continuing past this point". Thus anyone that logs onto the computer has been made aware and thus the rights of the organization are established.